

FIRE SAFETY OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses positions in the support services of fire department operations, the major responsibility of which is assisting in the observation, evaluation, documentation, and implementation of safety procedures for all areas of fire department operations. Employees of this class participate in the research and planning for safety programs, and make periodic inspections of fire department facilities, equipment, apparatus, and operational practices in order to identify potential safety hazards. Incumbents of this class exercise limited supervision over departmental personnel in training situations. Fire Safety Officers receive assignments from and have work reviewed by the Chief Fire Safety Officer. This class ranks directly below that of Chief Fire Safety Officer.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Responds during an assigned shift to alarms or emergency calls for which the department is responsible, conducts safety inspections of various divisions of the department, and observes and evaluates operations for compliance with established safety procedures. Takes charge of all safety procedures at the scene of a fire or emergency until relieved by the Chief Fire Safety Officer in accordance with established procedures of the Incident Command System. Participates in safety operations during hazardous material incidents. Monitors and evaluates local conditions which may become fire or safety hazards. Keeps informed on modern fire service safety practices and procedures. May be assigned division management duties in the absence of the Chief Fire Safety Officer.

Participates in the research and planning for departmental safety programs. Identifies and appraises conditions which could produce accidents and financial loss. Recommends management policies, goals, and objectives related to safety for consideration by superior officers. Assists the Training Division by conducting safety training in the classroom, and during drills and evolutions.

Investigates accidents involving department equipment or personnel; determines cause; recommends procedure to avoid future accidents. Conducts research studies to identify hazards and evaluate loss-producing potential of a given operation. Compiles and organizes data from polls and surveys, and writes reports. Completes any forms, records, and reports assigned to positions of this class.

Writes letters in answer to written or oral requests concerning safety procedures of the department.

Personally tests or directs the testing of all equipment of the department; assures that equipment meets all applicable federal, state, and local standards. Observes department personnel to determine use of prescribed safety equipment, such as glasses, helmets, goggles, respirators, and clothing.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable accommodation.

Must be at least eighteen (18) years of age.

Must possess a valid driver's license.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must have at least six (6) years full-time experience in fire suppression and rescue with a paid fire department, which may include work in positions which would provide a background in fire training, fire prevention and investigation, and related areas of fire department operations.

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